



# PUBLIC NOTICE

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## **PUBLIC SAFETY AND HOMELAND SECURITY BUREAU ANNOUNCES ENHANCEMENT OF UNIVERSAL LICENSING SYSTEM TO COLLECT OPERATIONAL POINT OF CONTACT INFORMATION FROM PUBLIC SAFETY LICENSEES AND NON-PUBLIC SAFETY LICENSEES DESIGNATED AS EMERGENCY FIRST RESPONDERS**

By this Public Notice, the Public Safety and Homeland Security Bureau (Bureau) announces it has enhanced the Universal Licensing System (ULS) to collect operational point of contact information from public safety licensees and non-public safety licensees designated as emergency first responders responsible for coordinating with state, county and local authorities during times of emergency. This enhancement to ULS to collect operational point of contact information will enable Commission staff to more effectively provide immediate assistance and outreach to licensees during times of emergency. The Bureau will deploy these enhancements on September 14, 2009.

### **Operational Point of Contact Information**

Public safety licensees and non-public safety licensees designated as emergency first responders operating pursuant to Part 90 of the Commission's rules should identify the following information regarding the *operational point of contact for the Licensee directly responsible for coordinating with the state, county, and/or local emergency authorities*:

- (a) Name and Title,
- (b) Office telephone number,
- (c) Mobile telephone number, and
- (d) E-mail address

To protect the identities and locations of key first responder communications personnel, the Commission will treat emergency contact information submitted into ULS pursuant to this Public Notice as confidential and will not make such information publicly available. The contact information submitted into ULS by public safety licensees and non-public safety licensees designated as emergency first responders will be available only to Commission staff. Interested licensees should file their operational point of contact information in ULS in the form of a confidential pleading as described below.

This new collection is a part of the total collection requirements of the Commission's Universal Licensing System and complies with the Privacy Act of 1974, as amended.<sup>1</sup>

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<sup>1</sup> Privacy Impact Assessment for the Wireless Services Licensing Records (ULS), updated on November 5, 2008. See <http://www.fcc.gov/omd/privacyact/Systemofrecords/pia-uls.pdf> (last visited July 9, 2009).

## Attachment Submission Process

Submitting operational point of contact information in ULS can be accomplished by following these four easy steps:

- Select “Emergency Contact” from “the type of pleading” box,
- Enter the Call Sign of the relevant license(s),
- Upload your document(s) containing the operational point of contact information.
- Click the “SUBMIT PLEADING” button and receive your Confirmation Number.

First, from the ULS website at <http://wireless.fcc.gov/uls>, you begin the process of submitting a pleading by clicking on the “SUBMIT A PLEADING” link. The link will take you to the *Pleadings Information* screen where you select the type of pleading and enter the contact information of the person filing the pleading. This contact information is requested in addition to the operational point of contact information to be uploaded later in the process. Upon completion of this screen, please click on “CONTINUE.”

The second step is to complete the *File Numbers/Call Signs* screen. Click on the Call Sign check box and enter the Call Sign. Please note that you *must* enter a Call Sign to continue. If the pleading pertains to multiple applications or licenses, you must enter each Call Sign as appropriate. After clicking the “SUBMIT” button, the screen will update to show all the Call Signs associated with the pleading. At this time, you may delete selected Call Signs from the page before continuing.

To identify licensee contact information during an emergency, licensees should attach the document to a Part 90 license that contains a fixed location for each FCC Registration Number. In cases where a licensed geographic area covers multiple states, filers should submit a copy of the emergency contact information for each state.

The third step is to complete the *Attach File* screen to attach the pleading document containing the operational point of contact information. Use the drop down box to select “Confidential Pleading.” The “BROWSE” button opens a Microsoft Windows screen where you will locate and select your pleading file. The Description field allows you to enter a brief description for the pleading. Click the “ADD ATTACHMENT” button to upload your pleading. You may submit up to thirty files for each pleading but each file must be smaller than 10 MB in size. You also have the opportunity to delete any selected file from the pleading.

Finally, to complete your electronic pleading submission, click on the “SUBMIT PLEADING” button and the *Confirmation* screen will be displayed. The *Confirmation* screen will display your Confirmation Number as well as your entered pleadings information. You may print this page for your records by selecting the Print Page link at the top of the page. You have the option of submitting another pleading or returning to the ULS website by selecting a link at the bottom of the page.

## Application and License Search

The ULS Application and License Search results will display pleadings under the ADMIN tab when there is a pleading against the application or license. The Bureau has enhanced the search results by allowing users to view the pleading by providing a link in the Description field. The general public will not be able to view confidential pleadings.

## Additional Information

For additional information or assistance on how to file an attachment, you may visit the Web at <http://esupport.fcc.gov>. You may also call the FCC Support Center at (877) 480-3201 (TTY) 717-338-

2824 and select Option #2. Assistance from the FCC Support Center is available between the hours of 8 a.m. to 6:00 p.m. Eastern Time, Monday through Friday (except Federal holidays). To provide quality service and ensure security, all telephone calls are recorded.

For information regarding the content of this Public Notice, please contact Mr. Tracy Simmons of the Policy Division, Public Safety and Homeland Security Bureau at (717) 338-2657 or via e-mail to [tracy.simmons@fcc.gov](mailto:tracy.simmons@fcc.gov).

By the Chief, Public Safety and Homeland Security Bureau.

#### **FCC NOTICE REQUIRED BY THE PAPERWORK REDUCTION ACT**

As required by the Paperwork Reduction act of 1995 (44 U.S.C. § 3507), the FCC is notifying the public that it received OMB approval on August 27, 2009, for the collections of information described in this Public Notice. Public reporting burden for this collection of information is estimated to range from .25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing the burden to Federal Communications Commission, AMD-PER, Washington, DC 20554, Paperwork Reduction Project (OMB Control Number 3060-1127), or via the Internet to [PRA@fcc.gov](mailto:PRA@fcc.gov). DO NOT SEND COMPLETED APPLICATION FORMS TO THIS ADDRESS.

Under 5 C.F.R. § 1320, an agency may not conduct or sponsor a collection of information unless it displays a currently valid OMB Control Number. No person shall be subject to any penalty for failing to comply with a collection of information subject to the Paperwork Reduction Act (PRA) that does not display a currently valid OMB Control Number. The Commission will issue another public notice containing the information collection compliance deadline, when the OMB control number is issued.

THE FOREGOING NOTICE IS REQUIRED BY THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. § 3507.

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